

Special Order	RECONSTITUTION OF THE DEVELOPMENT ACADEMY OF THE PHILIPPINES (DAP) COMMITTEE ON ANTI-RED TAPE (CART) FOR FISCAL YEAR 2025	Date: November 6, 2025
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1. REFERENCE DOCUMENTS

- 1.1 **Republic Act (R.A.) No. 11032** or the “Ease of Doing Business and Efficient Government Service Delivery Act of 2018”
- 1.2 **Joint Memorandum Circular (JMC) No. 2019-001 Series of 2019** or the “Implementing Rules and Regulations of Republic Act No. 11032 otherwise known as the ‘Ease of Doing Business and Efficient Government Service Delivery Act of 2018”
- 1.3 **Anti-Red Tape Authority (ARTA) Memorandum Circular (MC) No. 2020-07 Series of 2020** or the “Guidelines on the Designation of a Committee on Anti-Red Tape (CART) in the Agencies Concerned in Compliance with Republic Act (RA) No. 11032, otherwise known as the ‘Ease of Doing Business and Efficient Government Service Delivery Act of 2018,’ and its Implementing Rules and Regulations (IRR)”
- 1.4 **ARTA MC No. 2023-08 Series of 2023** or the “Amendment on Certain Provisions of Anti-Red Tape Authority (ARTA) Memorandum Circular (MC) No. 2020-07 Dated 30 September 2020, Pertaining to the Guidelines on the Designation of a Committee on Anti-Red Tape (CART)”
- 1.5 **ARTA Advisory No. 19 Series of 2024 Series of 2024** or the “Reiteration on the Deadline of Submission of the Compliances Under R.A. 11032, or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018, and its Implementing Rules and Regulations (IRR)”
- 1.6 **ARTA Advisory No. 2025-005 Series of 2025** or the “Reiteration on the Deadline of Submission of the Compliances Under R.A. 11032, or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018, and its Implementing Rules and Regulations (IRR)”
- 1.7 **BR-2025-021** Appointing Mr. Leocadio S. Sebastian as the Acting President and CEO and Acting Member of the Board of Trustees of the Development Academy of the Philippines
- 1.8 **BR-2024-012** Confirming the Authority of the President of the Development Academy of the Philippines (DAP) as its Chief Executive Officer, to Promulgate Internal Management Policies and Implementing Rules and Regulations via Office Orders, Special Orders, and Memoranda-Circulars

2. RATIONALE

According to Sections 5 and 8 of the R.A. No. 11032 and Section 1, Rule III of its IRR, all covered government agencies, including the DAP as a government-owned or controlled corporation (GOCC), are mandated to designate a Committee on Anti-Red Tape (CART) to perform the functions stated in the said Act. The DAP shall continuously strive to comply with all the regulatory requirements of the ARTA. With a reestablished CART, the organizational commitments and the stakeholder needs of the DAP shall be sufficiently met.



3. COMPOSITION OF THE DAP CART

Consistent with the provisions of the ARTA MC No. 2023-08, the DAP CART shall be reconstituted to be composed of the **Main CART Members**, a **Legal Representative**, a **Focal Person to the ARTA**, a **Secretariat**, and a set of **Alternate CART Members**. The following are hereby designated as members of the DAP CART:

3.1 Designations and Functions of the DAP CART

The **DAP CART** shall be responsible for the overall compliance of the DAP with the ARTA law. The DAP CART shall make resolutions and execute such decision outcomes into compliance actions. It shall also be chaired by the **DAP President** and **Chief Executive Officer**, having the **Vice President** of the Corporate Concerns Center (CCC), who is also the **DAP Compliance Officer**, as the **Vice Chairperson**.

No.	CART Designations	Positions and Organizational Units	
		Main CART Members	Alternate CART Members
1	Chairperson	President and Chief Executive Officer (PCEO) Office of the President and Chief Executive Officer	
2	Vice Chairperson	Compliance Officer and Vice President Corporate Affairs Group	
3	Members	Dean Graduate School of Public and Development Management (GSPDM)	Program Manager Graduate School of Public and Development Management (GSPDM)
4		Vice President DAP sa Mindanao	Alternate Officer DAP sa Mindanao
5		Vice President Programs Operations Group	Alternate Officer Programs Operations Group
6		Department Manager Administrative Department	Alternate Officer Administrative Department
7		Department Manager Human Resource Management and Development Department (HRMDD)	Division Chief Human Resource Development Department (HRDD)
8		Department Manager DAP Conference Center	Alternate Officer DAP Conference Center
9		Division Chief Information and Communications Technology Division (ICTD)	Alternate Officer Information and Communications Technology Division (ICTD)
10		Division Chief Central Documentation and Records Division	Alternate Officer Central Documentation and Records Division
11		Director Institutional Marketing Center (IMC)	Alternate Officer Institutional Marketing Center (IMC)
12		Director Corporate Operations and Strategy Management	Alternate Officer Corporate Operations and Strategy Management

13	Legal Representative	Legal Counsel Legal Services Office (LSO)
14	Focal Person to the ARTA	Compliance Officer and Vice President Corporate Affairs Group
15	Secretariat	Focal Persons from the Corporate Operations and Strategy Management (COSM), and the Legal Services Office

To specify, the roles and responsibilities of the DAP CART shall be as follows:

- 3.1.1 Ensure that the DAP receives, responds, and complies with the requirements of the R.A. No. 11032, its IRR, and all the subsequent issuances by the ARTA, in a timely and accurate manner;
- 3.1.2 Adhere to the National Policy on Regulatory Management System (NPRMS)¹ by submitting the Annual Regulatory Plan (ARP) to the ARTA not later than March 7 of each year—or the Regulatory Notification Form (RNF), in the absence of an ARP, to notify the ARTA of every formulation, modification, and repeal of the regulations—and by complying with all the other NPRMS-related requirements, as applicable;
- 3.1.3 Ensure that all existing (both in effect and repealed) regulations and issuances are encoded in the Philippine Business Regulation Information System (PBRIS), once fully operational;
- 3.1.4 Conduct post-implementation assessment and review of the existing regulations and policy issuances of the DAP;
- 3.1.5 Adopt the Philippine Good Regulatory Principles (PGRP)² in producing high-standard regulations and implementing sound policies, without adding undue regulatory burdens and costs to the DAP stakeholders;
- 3.1.6 Register and publish new regulations and issuances to the University of the Philippines Office of the National Administrative Register (UP ONAR) and in any newspaper of general circulation for publication within 15 days from their issuance;
- 3.1.7 Set up the most current and updated service standards through the DAP Citizen’s Charter, consistent with the policy guidelines and references issued by the ARTA (i.e., the ARTA MC Nos. 2019-002-A³ and 2019-002,⁴ and the Reference B – Citizen’s Charter Handbook Template with Instructions);⁵

¹ Refer to the ARTA MC No. 2022-06 Series of 2022 entitled “Establishing the National Policy on Regulatory Management System (NPRMS) at <https://arta.gov.ph/wp-content/uploads/2022/11/ARTA-MC-2022-06.pdf>

² Refer to the PGRP at <https://arta.gov.ph/philippine-good-regulatory-principles/>

³ Refer to the ARTA MC No. 2019-002-A Series of 2019 at https://arta.gov.ph/wp-content/uploads/2020/07/MC_No._2019-002-A.pdf

⁴ Refer to the ARTA MC No. 2019-002 Series of 2019 at https://arta.gov.ph/wp-content/uploads/2020/07/Signed_Memorandum_Circular_No._2019-002_Series_of_2019.pdf

⁵ See the Reference B – Citizen’s Charter Handbook Template with Instructions at https://arta.gov.ph/wp-content/uploads/2020/07/Reference_B_-_Citizen_s_Charter_Handbook_Template_with_Instructions_-_Accepted_Changes.pdf

- 3.1.8 Submit the updated DAP Citizen's Charter Handbook with a duly signed Certificate of Compliance (CoC) to the ARTA on or before March 31 of each year, as applicable;
- 3.1.9 Post the most current and updated DAP Citizen's Charter Information Billboard/s at the main entrance and/or at the most conspicuous location/s within the office;
- 3.1.10 Place the most current and updated DAP Citizen's Charter Handbook at the Public Affairs Desk and the service counters of the DAP offices providing external services;
- 3.1.11 Publish the most current and updated DAP Citizen's Charter Handbook at the DAP Official Website;
- 3.1.12 Encode the most current and updated DAP Citizen's Charter Handbook in the Anti-Red Tape Electronic Management Information System (ARTEMIS), once fully operational;
- 3.1.13 Monitor and review the DAP Citizen's Charter in a periodic manner, specifically the procedures/steps, the processing times, the requirements, and the fees of the government services offered;
- 3.1.14 Lead the consultations and/or writing workshops with the DAP Process Owners in finalizing the DAP Citizen's Charter;
- 3.1.15 Conduct the reengineering of systems and procedures, compliance cost analysis, time and motion studies, and evaluation and improvement of all the government services of the DAP, if deemed necessary, using the methodology and tools indicated in the Whole-of-Government (WOG) Reengineering Manual⁶ issued by the ARTA;
- 3.1.16 Ensure the compliance of all the external and internal services of the DAP with the prescribed processing times as stipulated in the R.A. No. 11032 and/or their respective mandate under special laws;
- 3.1.17 Ensure the compliance of the DAP with the Zero-Contact Policy as stipulated in Section 7 of the R.A. No. 11032 and Rule V of its IRR;
- 3.1.18 Implement the Harmonized Client Satisfaction Measurement (CSM) per the ARTA MC Nos. 2023-05⁷ and 2022-05,⁸ and submit the CSM Report to the ARTA on or before April 15 of each year;⁹

⁶ Refer to the WOG Reengineering Manual at <https://arta.gov.ph/reengineering-manual/>

⁷ Refer to the ARTA MC No. 2023-05 Series of 2023 at https://arta.gov.ph/wp-content/uploads/2023/06/MC-2023-05_Amendment-to-CSM-1-1.pdf

⁸ Refer to the ARTA MC No. 2022-05 Series of 2022 at <https://arta.gov.ph/wp-content/uploads/2022/09/MC-2022-05-GUIDELINES-ON-THE-IMPLEMENTATION-OF-THE-HARMONIZED-CLIENT-SATISFACTION-MEASUREMENT.pdf>

⁹ Refer to Paragraph 4.4. of the ARTA-GCG JMC No. 1 (s. 2023) at <https://gcg.gov.ph/files/MJrPfvIDBJjVy5Po6JkpTRRoZl04fWAOqCvK82RhRcKJUkcAX5.pdf>

- 3.1.19 Provide the services of the DAP Public Affairs Desk to effectively receive complaints, process feedback, and monitor client satisfaction via all the mechanisms and modes of communication in use;
- 3.1.20 Ensure that all the complaints forwarded by the Presidential Action Center (PACe),¹⁰ the Contact Center ng Bayan (CCB) of the Civil Service Commission (CSC), and the Public Assistance Division (PAD) of the ARTA are acknowledged, received, responded to, and/or acted upon within the prescribed processing times;
- 3.1.21 Ensure the compliance of the DAP with the Zero Backlog Report¹¹ by submitting either the Backlog Report (Annex B) or the Zero Backlog Certificate (Annex C) on or before March 7 of each year, as applicable;
- 3.1.22 Serve as the coordinating body relative to the implementation of the Report Card Survey (RCS) 2.0 by providing the required information, documents, and assistance to the ARTA, as applicable;
- 3.1.23 Conduct echo sessions to the DAP CART and all DAP personnel, as applicable, regarding the attended ARTA trainings and activities;
- 3.1.24 Produce the required ARTA Information, Education and Communication (IEC) materials and the other relevant documents such as the “Anti-Fixing” placards, “No Noon Break” posters, and the Official Business Hours notices within the vicinity of the DAP;
- 3.1.25 Promote the digital readiness and the automation efforts of the DAP in terms of processing online applications, implementing multiple e-Payment schemes, using digital signatures or digital certificates—like the Philippine National Public Key Infrastructure (PNPKI) of the Department of Information and Communications Technology (DICT)—and developing electronic versions of licenses, permits, certifications or authorizations with the same level of authority as that of the signed hard copies, as applicable;
- 3.1.26 Recommend policies, issuances, and measures to facilitate the effective implementation of the R.A. No. 11032 and further develop related issuances and even the existing guidelines; and
- 3.1.27 Perform such other functions, duties, and responsibilities under the R.A. No. 11032, its IRR, and the other relevant ARTA issuances.

4. FUNCTIONS OF THE DAP CART SECRETARIAT

To specify, the roles and responsibilities of the DAP CART Secretariat shall be as follows:

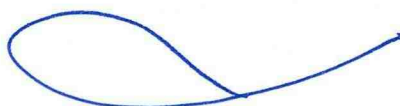
¹⁰ Refer to the Executive Order (EO) No. 15 s. 2023 at <https://www.officialgazette.gov.ph/2023/02/08/executive-order-no-15-s-2023/>

¹¹ Refer to the ARTA MC No. 2023-01 Series of 2023 at <https://arta.gov.ph/wp-content/uploads/2023/02/MC-2023-01.pdf> and the ARTA MC No. 2022-02 Series of 2022 at <https://arta.gov.ph/wp-content/uploads/2022/03/Memorandum-Circular-No.-2022-02.pdf>

- 4.1 Provide overall administrative, logistics, and technical support to the DAP CART;
- 4.2 Notify the DAP CART of every ARTA issuance, advisory, and/or announcement relative to the ARTA-related compliances;
- 4.3 Draft and send notices of meetings to the DAP CART;
- 4.4 Prepare and submit the Minutes of the Meetings (MoMs) for the review and further action of the DAP CART;
- 4.5 Coordinate with all the concerned DAP CART members, DAP personnel, and other organizational units regarding their participation in the DAP CART activities;
- 4.6 Prepare and submit DAP CART Accomplishment Reports (ARs) prior to the Mid-year and Year-end Review of the Management;
- 4.7 Refer the policy option recommendations of the ARTA to the DAP CART for consideration and further action; and
- 4.8 Perform such other relevant tasks as may be assigned by the DAP CART.

5. ADDITIONAL GUIDELINES AND INSTRUCTIONS

- 5.1 The DAP CART shall review all the relevant requirements and submissions of the DAP to ensure strict compliance with the policies issued by the ARTA.
- 5.2 The DAP CART shall ensure the compliance of the DAP to Rule VII of the IRR of R.A. No. 11032 on the Adherence to the Provisions in Accessing Government Services—particularly on the conduct of preliminary assessments on government services, the use of unique identification numbers for all transactions, the observance of the three-signatory limit on official documents, the wearing of Identification Cards within the office premises, and the presence of name plates in the DAP service offices.
- 5.3 The DAP CART shall convene at least once (1) every quarter of the fiscal year, or an agreed interval, or as often as necessary. Whenever the need arises, the DAP CART may call on an emergency DAP CART Meeting.
- 5.4 In case a DAP CART Member is unable to attend the scheduled meeting, the Alternate CART Member or an authorized representative shall participate instead.
- 5.5 The DAP CART may invite external and internal resource persons to assist and guide the Committee, as needed.
- 5.6 The DAP CART shall designate representatives to participate in ARTA-related trainings, orientations, and activities, as applicable.
- 5.7 The DAP CART Legal Representative shall provide Legal Opinions regarding the compliance matters at hand, as instructed or as needed.



6. COMPLIANCE

- 6.1 The DAP CART shall **immediately upload an electronic copy of this SO and the updated CART Directory**, in text-readable/searchable PDF format, through the unified Agency Compliance Submission Form at bit.ly/ARTACompliances by **31st of March**, or as indicated by the ARTA.¹²
- 6.2 Following Section 3.4 of the ARTA MC No. 2023-08, the DAP CART shall publish the CART Directory on the DAP Official Website. The DAP CART must ensure that the submission and uploading of the Directory observe the principles of the R.A. No. 10173¹³ or the “Data Privacy Act of 2012,” its IRR,¹⁴ and the DAP MC-2024-016 or the “DAP Data Privacy and Protection Guidelines.”

7. FEEDBACK

All related inquiries and concerns should be coursed through the DAP CART Secretariat by email at dapcartsecretariat@dap.edu.ph or via call at 8631-2153 loc. 122. Likewise, all future communications and submissions to the ARTA shall originate from the same.

8. REPEALING CLAUSE AND EFFECTIVITY

This SO shall take effect immediately and shall remain in force unless modified or superseded by another issuance. All previous DAP issuances that are inconsistent with this SO are hereby amended and revoked.

For the information and guidance of all concerned.


LEOCADIO S. SEBASTIAN, PhD, CESO I
Acting President and CEO



¹² Refer to Section II of the ARTA Advisory No. 2025-005 Series of 2025 at <https://arta.gov.ph/wp-content/uploads/2025/02/ARTA-Advisory-No.-2025-005-1.pdf>

¹³ Refer to the R.A. No. 10173 at <https://privacy.gov.ph/data-privacy-act/>

¹⁴ Refer to the IRR of the R.A. No. 10173 at <https://privacy.gov.ph/implementing-rules-regulations-data-privacy-act-2012/#1>